

**From:** Info, MassHR (HRD) <masshrinfo@massmail.state.ma.us>  
**Sent:** Monday, September 19, 2011 4:59 AM  
**To:** Hanchett, James (DPH)  
**Subject:** Introducing the Commonwealth's New Disability Awareness Online Training Course



**Class Date: *Anytime!***

**Start Time: *Anytime!***

**End Time: 6/30/2012**

**Cost: *FREE!!!***

**REGISTER TODAY!**

**INSTRUCTIONS FOR LAUNCHING  
THE ONLINE COURSE THROUGH  
PACE.**

1. Launch the PACE URL at  
[www.mass.gov/pace](http://www.mass.gov/pace)
2. Select "PACE Login"
3. Select your agency. *If your agency is not listed, select the link for "Human Resources Division"*
4. Enter User Login ID (Your 6 - digit EMPL ID)
5. Enter Password

*If you are a first time user, your password is your last name only. It is case sensitive and must match the last name that appears on your pay advice*

6. Select "Student Learning Center"
7. Select "Course Catalog"
8. Type in the key word – "MANDATORY" to find the course
9. Follow the prompts

Introducing the new Disability Awareness e-Course developed in partnership by Culture Coach International (CCI), the Office of Diversity and Equal Opportunity, the Mass Office on Disability, and the HRD-Training and Learning Development Unit.

Key to the Governor's Model Employer Initiative is educating our workforce on disability issues to promote positive work environments in the Commonwealth. To this end, the Disability Awareness: Imparting Knowledge/Teaching Skills eCourse has been developed.

This learning opportunity, a continuation of the Commonwealth's mandatory diversity training program, explores disability misconceptions and best practices for accommodating, communicating, and working with people with disabilities.

The course is self-paced and fully accessible. "Knowledge Checks" are presented at several points during the course to validate your learning experience.

It takes approximately 60 minutes to complete. All you need is a computer, access to the Internet - and you are ready to go!

To receive credit for the course and to satisfy the mandatory training requirements, you must review all material presented.

For assistance with logging into PACE please contact HRD-Training and Learning Development at (617) 878-9827. Note several agencies are transitioning to PACE, and employees in those agencies should contact their Human Resources Department.

To request alternative media for the course, contact your agency [504 ADA Coordinator](#).

